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UNITED STATES GENERAL ACCOUNTING OFFICE  
WASHINGTON, D C 20548

RESOURCES AND ECONOMIC  
DEVELOPMENT DIVISION

JUN 13 1973

The Honorable William S Heffelfinger  
Assistant Secretary for Administration  
Department of Transportation

Dear Mr. Heffelfinger

As part of our continuing effort to assist Government departments and agencies in improving their administrative and financial management practices, we have completed a study of procedures followed by the Federal Aviation Administration (FAA), Department of Transportation, in authorizing routine temporary duty travel by its employees. Our primary objective in making the study was to determine whether FAA has made substantial cost savings, without loss of essential controls, through the use of a general agencywide travel authorization in lieu of individual travel orders. We wanted to determine also whether these procedures could be applied on a Government-wide basis.

Our study, which was performed at FAA Headquarters, Washington, D.C., included a review of FAA's General Travel Authorization (GTA)--which covers all routine temporary duty travel performed by FAA employees during a fiscal year--and a review of related travel and fiscal regulations and procedures.

We discussed with FAA officials the procedures used to administer the GTA, including procedures for authorizing and approving travel, obligating travel funds, advancing funds to travelers for travel expenses, and auditing travel vouchers.

Using data furnished to us by FAA officials, we estimate that in fiscal year 1973 FAA will realize savings of about 8,476 man-hours costing about \$57,397 as a result of the general travel authorization procedures. These savings will be realized because the use of the GTA has eliminated the need to prepare thousands of individual travel orders for routine temporary duty travel performed during the fiscal year. These estimated savings will be offset by the cost of developing the procedures and printing the GTA, which an FAA official estimated to be about \$1,000.

We noted no apparent loss of internal control over the administration of travel, including control over travel funds, incident to the use of the

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general travel authorization procedures, nor has FAA had to undertake additional paperwork to strengthen its controls. FAA officials have expressed satisfaction with the GTA procedures and the resultant savings in time and money.

Based on the results of our study, we believe the procedures followed by FAA in administering routine temporary duty travel have considerable merit and might be used effectively by other Government agencies. Consequently, we plan to request the views of other departments and agencies regarding the feasibility of their using similar procedures in administering employee travel.

We appreciate the cooperation and assistance extended to us by members of your staff and by FAA personnel. This cooperation and assistance helped make our task easier and enabled us to complete our study within a relatively short time frame.

Copies of this letter are being sent to the Administrator and to the Associate Administrator for Administration, FAA.

Sincerely yours,

/s/ Richard W. Kelley  
Associate Director



UNITED STATES GENERAL ACCOUNTING OFFICE

WASHINGTON, D C 20548

RESOURCES AND ECONOMIC  
DEVELOPMENT DIVISION

JUN 10 1963

Mr. Alexander P Butterfield  
Administrator, Federal Aviation Administration  
Department of Transportation  
800 Independence Avenue, NW  
Washington, D.C 20591

Dear Mr. Butterfield

Enclosed for your information is a copy of our letter to the Assistant Secretary for Administration, Department of Transportation, on the results of our recent study of general travel authorization procedures used by the Federal Aviation Administration for employees' routine temporary duty travel.

Sincerely yours,

/s/ Richard W. Kelley  
Associate Director

Enclosure



UNITED STATES GENERAL ACCOUNTING OFFICE  
WASHINGTON, D C 20548

RESOURCES AND ECONOMIC  
DEVELOPMENT DIVISION

JUN 13 1973

Mr. James E Dow  
Associate Administrator for Administration  
Federal Aviation Administration  
Department of Transportation  
800 Independence Avenue, NW  
Washington, D.C. 20591

Dear Mr. Dow.

Enclosed for your information is a copy of our letter to the Assistant Secretary for Administration, Department of Transportation, on the results of our recent study of general travel authorization procedures used by the Federal Aviation Administration for employees' routine temporary duty travel

Sincerely yours,

/s/ Richard W. Kelley  
Associate Director

Enclosure